**UNITED NATIONS** **ST**

**Secretariat**

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ST/SGB/Staff Rules/1/Rev.9/Amend.2
10 December 1998

SECRETARY-GENERAL'S BULLETIN

AMENDING THE 100 SERIES OF THE STAFF RULES

The Secretary-General, in accordance with staff rule 112.2 (a), promulgates the following:

1. Staff rules 100.1 to 112.8, applicable to all staff members except those specified in rule 100.1, published in Secretary-General's bulletin ST/SGB/Staff Rules/1/Rev.9, and previously amended by Secretary-General's bulletin ST/SGB/1998/7 and ST/SGB/Staff Rules/1/Rev.9/Amend.1, are further amended as indicated below.

2. Rule 101.1, Status of staff, provides detailed rules for implementing new staff regulation 1.1, as adopted by the General Assembly in its resolution 52/252 of 8 September 1998.

3. Rule 101.2, Basic rights and obligations of staff, provides detailed rules for implementing new staff regulation 1.2, as adopted by the General Assembly in its resolution 52/252 of 8 September 1998.

4. Rule 101.3, Performance of staff members, provides detailed rules for implementing new staff regulation 1.3, as adopted by the General Assembly in its resolution 52/252 of 8 September 1998.

5. As a result of the three new rules and pending consideration by the General Assembly of the proposed amendments reported in document A/53/502 and Add.1, "Amendments to the Staff Rules", current rules 101.2, 101.3, 101.4 and 101.5 are renumbered 101.4, 101.5, 101.6 and 101.7 respectively.

6. Rules 101.6, Outside activities and interests, 101.8, Membership in political parties and political activities, and 101.9, Non-acceptance of any honour, decoration, favour, gift or remuneration from external sources, shall be replaced as of 1 January 1999 by new rule 101.2, Basic rights and obligations of staff.

7. Rule 112.6, Service reports, is cancelled in the light of new staff rule 101.3.

8. Unless otherwise indicated, these amendments are effective as from 1 January 1999.

9. For the purpose of insertion in revision 9 of the Staff Rules, new pages 1-4, 4a-4b, 5-7, 7a-7b, 8 and 97-98 containing the texts of the amended rules, and of the scope and purpose provision and the revised text of article of the staff regulations, as adopted by the General Assembly in its resolution 52/252, and indicating the cancellation of rule 112.6, are transmitted herewit

(Signed) Kofi A. ANNAN
Secretary-Gener

## Scope and purpose

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. For the purposes of these Regulations, the expressions "United Nations Secretariat", "staff members" or "staff" shall refer to all the staff members of the Secretariat, within the meaning of Article 97 of the Charter of the United Nations, whose employment and contractual relationship are defined by a letter of appointment subject to regulations promulgated by the General Assembly pursuant to Article 101, paragraph 1, of the Charter of the United Nations. The Secretary-General, as the chief administrative officer, shall provide and enforce such staff rules consistent with these principles as he considers necessary.

STAFF RULES

Rule 100.1

Applicability

Staff rules 100.1 to 112.8 are applicable to all staff members appointed by the Secretary-General except technical assistance project personnel and staff members specifically engaged for conferences and other short-term services.

## Article I

## DUTIES, OBLIGATIONS AND PRIVILEGES

### Regulation 1.1

### Status of staff

(a) Staff members are international civil servants. Their responsibilities as staff members are not national but exclusively international;

(b) Staff members shall make the following written declaration witnessed by the Secretary-General or his authorized representative:

> "I solemnly declare and promise to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other source external to the Organization.
>
> "I also solemnly declare and promise to respect the obligations incumbent upon me as set out in the Staff Regulations and Rules."

(c) The Secretary-General shall ensure that the rights and duties of staff members, as set out in the Charter and the Staff Regulations and Rules and in the relevant resolutions and decisions of the General Assembly, are respected;

(d) The Secretary-General shall seek to ensure that the paramount consideration in the determination of the conditions of service shall be the necessity of securing staff of the highest standards of efficiency, competence and integrity;

(e) The Staff Regulations apply to all staff at all levels, including staff of the separately funded organs and staff holding appointments under the 100, 200 and 300 series of the Staff Rules;

(f) The privileges and immunities enjoyed by the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members who are covered by them to fail to observe laws and police regulations of the State in which they are located, nor do they furnish an excuse for non-performance of their private obligations. In any case where an issue arises regarding the application of these privileges and immunities, the staff member shall immediately report the matter to the Secretary-General, who alone may decide whether such privileges and immunities exist and whether they shall be waived in accordance with the relevant instruments.

Regulation 1.2

Basic rights and obligations of staff

Core values

(a) Staff members shall uphold and respect the principles set out in the Charter, including faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women. Consequently, staff members shall exhibit respect for all cultures; they shall not discriminate against any individual or group of individuals or otherwise abuse the power and authority vested in them;

(b) Staff members shall uphold the highest standards of efficiency, competence and integrity. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status;

General rights and obligations

(c) Staff members are subject to the authority of the Secretary-General and to assignment by him to any of the activities or offices of the United Nations. In exercising his authority the Secretary-General shall seek to ensure, having regard to the circumstances, that all necessary safety and security arrangements are made for staff carrying out the responsibilities entrusted to them;

(d) In the performance of their duties staff members shall neither seek nor accept instructions from any Government or from any other source external to the Organization;

(e) By accepting appointment, staff members pledge themselves to discharge their functions and regulate their conduct with the interests of the Organization only in view. Loyalty to the aims, principles and purposes of the United Nations, as set forth in its Charter, is a fundamental obligation of all staff members by virtue of their status as international civil servants;

(f) While staff members' personal views and convictions, including their political and religious convictions, remain inviolable, staff members shall ensure that those views and convictions do not adversely affect their official duties or the interests of the United Nations. They shall conduct themselves at all times in a manner befitting their status as international civil servants and shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and, in particular, any kind of public pronouncement that may adversely reflect on their status, or on the integrity, independence and impartiality that are required by that status;

(g) Staff members shall not use their office or knowledge gained from their official functions for private gain, financial or otherwise, or for the private gain of any third party, including family, friends and those they favour. Nor shall staff members use their office for personal reasons to prejudice the positions of those they do not favour;

(h) Staff members may exercise the right to vote but shall ensure that their participation in any political activity is consistent with, and does not reflect adversely upon, the independence and impartiality required by their status as international civil servants;

(i) Staff members shall exercise the utmost discretion with regard to all matters of official business. They shall not communicate to any Government, entity, person or any other source any information known to them by reason of their official position that they know or ought to have known has not been made public, except as appropriate in the normal course of their duties or by authorization of the Secretary-General. These obligations do not cease upon separation from service;

Honours, gifts or remuneration

(j) No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government;

(k) If refusal of an unanticipated honour, decoration, favour or gift from a Government would cause embarrassment to the Organization, the staff member may receive it on behalf of the Organization and then report and entrust it to the Secretary-General, who will either retain it for the Organization or arrange for its disposal for the benefit of the Organization or for a charitable purpose;

(l) No staff member shall accept any honour, decoration, favour, gift or remuneration from any non-governmental source without first obtaining the approval of the Secretary-General;

Conflict of interest

(m) Staff members shall not be actively associated with the management of, or hold a financial interest in, any profit-making, business or other concern, if it were possible for the staff member or the profit-making, business or other concern to benefit from such association or financial interest by reason of his or her position with the United Nations;

(n) All staff members at the assistant secretary-general level and above shall be required to file financial disclosure statements upon appointment and at intervals as prescribed by the Secretary-General, in respect of themselves and their dependent children, including any substantial transfers of assets and property to spouses and dependent children from the staff member or from any other source that might constitute a conflict of interest, after knowledge of the appointment or during its tenure, to provide certification stating that there is no conflict of interest with regard to the economic activities of spouses and dependent children, and to assist the Secretary-General in verifying the above-mentioned certification on his special request. The financial disclosure statements will remain confidential and will only be used, as prescribed by the Secretary-General, in making determinations pursuant to staff regulation 1.2 (m);

Outside employment and activities

(o) Staff members shall not engage in any outside occupation or employment, whether remunerated or not, without the approval of the Secretary-General;

(p) The Secretary-General may authorize staff members to engage in an outside occupation or employment, whether remunerated or not, if:

(i) The outside occupation or employment does not conflict with the staff member's official functions or the status of an international civil servant;

(ii) The outside occupation or employment is not against the interest of the United Nations; and

(iii) The outside occupation or employment is permitted by local law at the duty station or where the occupation or employment occurs;

Use of property and assets

(q) Staff members shall only use the property and assets of the Organization for official purposes and shall exercise reasonable care when utilizing such property and assets;

(r) Staff members must respond fully to requests for information from staff members and other officials of the Organization authorized to investigate possible misuse of funds, waste or abuse.

Regulation 1.3

Performance of staff

(a) Staff members are accountable to the Secretary-General for the proper discharge of their functions. Staff members are required to uphold the highest standards of efficiency, competence and integrity in the discharge of their functions and their performance will be appraised periodically to ensure that the required standards of performance are met;

(b) The whole time of staff members shall be at the disposal of the Secretary-General for the performance of official functions; however, the Secretary-General shall establish a normal working week and shall establish official holidays for each duty station. Exceptions may be made by the Secretary-General as the needs of the service may require and staff members shall be required to work beyond the normal tour of duty when requested to do so.

## Chapter I

## DUTIES, OBLIGATIONS AND PRIVILEGES

### Rule 101.1

### Status of staff

The declaration made by a staff member on appointment shall be placed in his or her official status file. A new declaration shall be made after a break in service that exceeds three months.

### Rule 101.2

### Basic rights and obligations of staff

General

(a) Disciplinary procedures set out in article X of the Staff Regulations and chapter X of the Staff Rules may be instituted against a staff member who fails to comply with his or her obligations and the standards of conduct set out in the Charter of the United Nations, the Staff Regulations and Rules, the Financial Regulations and Rules, and all administrative issuances.

(b) Staff members shall follow the directions and instructions properly issued by the Secretary-General and their supervisors.

(c) Staff members must comply with local laws and honour their private legal obligations, including, but not limited to, the obligation to honour orders of competent courts.

Specific instances of prohibited conduct

(d) Any form of discrimination or harassment, including sexual or gender harassment, as well as physical or verbal abuse at the workplace or in connection with work, is prohibited.

(e) Staff members shall not disrupt or otherwise interfere with any meeting or other official activity of the Organization, nor shall staff members threaten, intimidate or otherwise engage in any conduct intended, directly or indirectly, to interfere with the ability of other staff members to discharge their official duties.

(f) Staff members shall not intentionally misrepresent their functions, official title or the nature of their duties to Member States or to any entities or persons external to the United Nations.

(g) Staff members shall not intentionally alter, destroy, misplace or render useless any official document, record or file entrusted to them by virtue of their functions, which document, record or file is intended to be kept as part of the records of the Organization.

(h) Staff members shall not seek to influence Member States, principal or subsidiary organs of the United Nations or expert groups in order to obtain a change from a position or decision taken by the Secretary-General, including decisions relating to the financing of Secretariat programmes or units, or in order to secure support for improving their personal situation or the personal situation of other staff members, or for blocking or reversing unfavourable decisions regarding their status or their colleagues' status.

(i) Staff members shall neither offer nor promise any favour, gift, remuneration or any other personal benefit to another staff member or to any third party with a view to causing him or her to perform, fail to perform or delay the performance of any official act. Similarly, staff members shall neither seek nor accept any favour, gift, remuneration or any other personal benefit from another staff member or from any third party in exchange for performing, failing to perform or delaying the performance of any official act.

Honours, gifts or remuneration

(j) Acceptance by staff members of any honour, decoration, favour, gift or remuneration from non-governmental sources requires the prior approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the interests of the Organization and with the staff member's status as an international civil servant. However, staff members may occasionally accept, without prior approval, minor gifts of essentially nominal value having regard to the duty station concerned, provided that all such gifts are promptly disclosed to the head of the office, who may direct that the gift be entrusted to the Organization or returned to the donor.

(k) The Secretary-General may authorize staff members to accept from a non-governmental source or a university academic awards, distinctions and tokens of a commemorative or honorary character, such as scrolls, certificates, trophies or other items of essentially nominal monetary value.

(l) Staff members, as part of their official functions, will be expected from time to time to attend governmental or other functions such as meals and diplomatic receptions. Such attendance is not considered receipt of a favour, gift or remuneration within the meaning of the Staff Regulations and Rules.

(m) The Secretary-General may, in exceptional cases, provided that this is in the interest of the United Nations and not incompatible with the staff member's status, authorize a staff member to receive from a non-governmental source an honour, decoration, favour, gift or remuneration other than those referred to in staff rules 101.2 (j) to (l) above.

Conflict of interest

(n) A staff member who has occasion to deal in his or her official capacity with any matter involving a profit-making, business or other concern in which he or she holds a financial interest, directly or indirectly, shall disclose the measure of that interest to the Secretary-General and, except as otherwise authorized by the Secretary-General, either dispose of that financial interest or formally excuse himself or herself from participating with regard to any involvement in that matter which gives rise to the conflict-of-interest situation.

(o) The Secretary-General shall establish procedures for the filing and utilization of financial disclosure statements.

Outside activities

(p) Staff members shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, engage in any of the following acts, if such act relates to the purpose, activities or interests of the United Nations:

(i) Issue statements to the press, radio or other agencies of public information;

(ii) Accept speaking engagements;

(iii) Take part in film, theatre, radio or television productions;

(iv) Submit articles, books or other material for publication.

(q) Membership in a political party is permitted, provided that such membership does not entail action, or an obligation to take action, by the staff member contrary to staff regulation 1.2 (h). The payment of normal financial contributions to a political party shall not be construed as an activity inconsistent with the principles set out in staff regulation 1.2 (h).

(r) The Secretary-General shall establish procedures whereby staff may seek in confidence clarification as to whether proposed outside activities would conflict with their status as international civil servants.

Travel and per diem for outside activities

(s) Staff members who are authorized by the Secretary-General to participate in activities organized by a Government, intergovernmental organization, non-governmental organization or other private source may receive from the Government, intergovernmental organization, non-governmental organization or private source accommodation and travel and subsistence allowance generally in line with those payable by the United Nations. In such cases the travel subsistence allowance that may otherwise be payable by the United Nations shall be reduced as envisaged by staff rule 107.15 (a).

## Rule 101.3

## Performance of staff members

(a) Staff members shall be evaluated for their efficiency, competence and integrity through performance appraisal mechanisms that shall assess the staff member's compliance with the standards set out in the Staff Regulations and Rules for purposes of accountability.

(b) The Secretary-General shall seek to ensure that appropriate learning and development programmes are available for the benefit of staff.

(c) Performance reports shall be prepared regularly in accordance with procedures promulgated by the Secretary-General.

Rule 101.4

Hours of work

(a) The Secretary-General shall set the normal working hours for each duty station. Exceptions may be made by the Secretary-General as the needs of the service may require.

(b) The normal working hours shall be shown in the appendix B to these Rules applicable to the duty station.

(c) A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.

Rule 101.5

Official holidays

(a) The Secretary-General shall set the official holidays for each duty station, which will be shown in the appendix B to these Rules applicable to the duty station.

(b) (Cancelled)

(c) (Cancelled)

Rule 101.6

Change of official duty station

A change of official duty station shall take place when a staff member is assigned from one office of the Organization to another for a fixed period exceeding six months or transferred for an indefinite period. Detailment of a staff member from his or her official duty station for service with a United Nations mission or conference shall not constitute change of official duty station within the meaning of these Rules.

Rule 101.7

Inter-agency loans and other movements

(a) The Secretary-General may loan the services of a staff member to a specialized agency or other intergovernmental organization, provided such loan in no way diminishes the right or entitlements of the staff member under his or her letter of appointment to the United Nations. Inter-agency movements may also take place under other arrangements, i.e., secondment or transfer.

(b) Inter-agency loans, secondments and transfers are defined in and shall be governed by the Inter-organization Agreement concerning transfer, secondment or loan of staff among the organizations applying the United Nations common system of salaries and allowances.*

(c) Movements of staff between the United Nations Secretariat and the secretariats of United Nations organs with separate powers of appointment shall also be governed generally by the Inter-organization Agreement.

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* ACC/1992/PER/CM/9.

## Article II

### CLASSIFICATION OF POSTS AND STAFF

Regulation 2.1: In conformity with principles laid down by the General Assembly, the Secretary-General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.

## Chapter XII

## GENERAL PROVISIONS

### Rule 112.1

### Gender of terms

In the French text of these Rules reference to staff members in the masculine gender shall apply to staff members of both sexes, unless clearly inappropriate from the context.

### Rule 112.2

### Amendment of, and exceptions to, Staff Rules

(a) Subject to regulations 12.1, 12.2, 12.3, 12.4 and 12.5, these Rules may be amended by the Secretary-General in a manner consistent with the Staff Regulations.

(b) Exceptions to the Staff Rules may be made by the Secretary-General, provided that such exception is not inconsistent with any staff regulation or other decision of the General Assembly and provided further that it is agreed to by the staff member directly affected and is, in the opinion of the Secretary-General, not prejudicial to the interests of any other staff member or group of staff members.

### Rule 112.3

### Financial responsibility

Any staff member may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of the staff member's negligence or of his or her having violated any regulation, rule or administrative instruction.

### Rule 112.4

### Liability insurance

In accordance with resolution 22 (1) (E) of the 31st plenary meeting of the General Assembly, staff members who own or drive motor cars shall carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons or from damage to the property of others caused by their cars.

### Rule 112.5

### Staff member's beneficiaries

(a) At the time of appointment, each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-

General. It shall be the responsibility of the staff member to notify the Secretary-General of any revocations or changes of beneficiaries.

(b) In the event of the death of a staff member, all amounts standing to the staff member's credit will be paid to his or her nominated beneficiary or beneficiaries, subject to application of the Staff Rules and of the Joint Staff Pension Fund Regulations. Such payment shall afford the United Nations a complete release from all further liability in respect of any sum so paid.

(c) If a nominated beneficiary does not survive, or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of a staff member will, upon the staff member's death, be paid to his or her estate.

Rule 112.6

(Cancelled)

Rule 112.7

Proprietary rights

All rights, including title, copyright and patent rights, in any work performed by a staff member as part of his or her official duties shall be vested in the United Nations.

Rule 112.8

Effective date and authentic texts of rules

Except as otherwise indicated and subject always to the provisions of regulations 12.1, 12.2, 12.4 and 12.5, rules 100.1 to 112.8 as published in the present revised edition (ST/SGB/Staff Rules/1/Rev.9) shall be effective 1 January 1997. The English and French texts of these rules are equally authoritative.